Health Care Staff Orientation

310.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an orientation period for all new health care staff working in the facility, in cooperation with the health authority. The goal is to improve the competency of the health care staff and the effectiveness of the care delivered, as well as to maintain the safety and security of the custody environment and to comply with all applicable laws, regulations and national health care standards observed by the Office.

310.2 NEW HEALTH CARE STAFF ORIENTATION

All new health care staff shall complete an orientation program provided by the contract medical provider before independently working in their assignments. At a minimum, the orientation program should cover the following:

- The purpose, goals, policies and procedures for the Thurston County Sheriff's Office
- Security and contraband regulations
- Access control to include use of keys
- Appropriate conduct with inmates
- Responsibilities and rights of facility employees and contractors
- Universal and standard precautions
- Occupational exposure
- Personal protective equipment (PPE)
- Biohazardous waste disposal
- An overview of the correctional field as it relates to custody functions
- Issues relating to manipulation of staff by inmates, identification of behaviors and tactics and the approved responses to these acts including notification of supervisors
- Health care delivery protocols

310.3 HEALTH CARE STAFF REFRESHER TRAINING

All health care staff shall meet refresher-training requirements as established by the local public health entity or the minimum licensing requirements as established by the state licensing body.

310.4 FACILITY-SPECIFIC TRAINING

The Corrections Staff assistant (SA) or designee should include these staff members in training and training exercises relative to facility safety and security including, but not limited to, the following:

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- Emergency medical triage in the facility
- Emergency evacuation routes and procedures
- Communication systems during facility emergencies
- Security during facility emergencies
- Qualified health care professional response during “officer down” incidents
- Responding to critical facility emergencies
- Facility hostage policy and medical response tactics
- Medical emergency transportation procedures
- Media relations

310.5 TRAINING RECORDS

The contract medical provider, in coordination with the Responsible Physician, shall be responsible for developing and maintaining training records in accordance with established records retention schedules (WAC 44-14-03005). The contract medical provider shall also maintain a file of professional licensure and certifications for each member of the health care staff.

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